

Ref No	Objective	Elements	Target Date	Status	Assigned to	Priority Rating
01	<b><u>Corporate Electrical Safety Policy (New Policy)</u></b>  Create, consult, and implement a corporate electrical safety policy.	Draft new Corporate Electrical Safety Policy	14 <sup>th</sup> July 2025	Pending	James Loring	H
		Communicate draft Policy to relevant safety panels and working groups for consultation	14 <sup>th</sup> July 2025	Not started	James Loring	
		Present draft H&S Policy to EMT, ESLP and HR Committee for consultation and approval	August 2025	Not started	James Loring	
		Communicate new Policy to all employees via SharePoint and H&S News Bulletin	August 2025	Not started	James Loring	
02	<b><u>Health Surveillance Procurement &amp; Policy Review</u></b>  Assist the HR department in the procurement of a new occupational health and health surveillance system. Once procured review the current council policy on health surveillance taking into account the new roles and responsibilities that will be placed on the H&S team.	Identify the legal requirements for health surveillance within each service across the council.	30 <sup>th</sup> June	Complete	James Loring	H
		Support HR with creating a suitable and sufficient scope as part of the procurement process.	30 <sup>th</sup> June	Complete	James Loring	
		Review and update the current health surveillance policy in line with the requirements identified and the processes identify with the new health surveillance provider	TBC	Not started	James Loring	
		Communicate and implement reviewed policy	TBC	Not started	James Loring	

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03	<b><u>Keyhaven H&amp;S Arrangements (Port Marine Safety Code)</u></b>  As identified during the H&S inspection at Keyhaven. Provide a draft H&S arrangement document for the management of keyhaven. In line with the requirements outlined within the port marine safety code and H&S Inspection of Keyhaven document.	Working with management and river warden create a draft H&S arrangement document for the management of Keyhaven.	31 <sup>st</sup> July 2025	Not started	George Gale/James Loring	M
		Consult with employees, employee safety reps, unions, managers and safety panel.	31 <sup>st</sup> July 2025	Not started		
		Agree additional actions required	31 <sup>st</sup> July 2025	Not started		
		Implement H&S arrangements and upload to SharePoint. Communicate to all staff, contractors and organisation effected.	1 <sup>st</sup> September 2025	Not started		
04	<b><u>Health and Safety Management Self Audits</u></b>  Assist relevant managers in undertaking a health and safety management self-audit (all teams identified as high-risk services within the Corporate Health and Safety Policy)	Self-audit to be undertaken by high-risk services within Housing & Communities	30 <sup>th</sup> November 2025	Not started	George Gale	H
		Self-audit to be undertaken by high-risk services within Place, Operations & Sustainability	February 2026	Not started	Antony Whittle	
		Self-audits to be undertaken by high-risk services within Corporate Resources & Transformation.	1 <sup>st</sup> September 2025	Not started	James Loring	
05	<b><u>Health and Safety Brief Bites</u></b>  Hold 4 H&S brief bites training session during the financial year 2025 - 2026	Provide accident reporting and accident investigation H&S brief bites	30 <sup>th</sup> November 2025	Not started	H&S Team	M
		Provide CDM awareness H&S brief bites	30 <sup>th</sup> September 2025	pending	H&S Team	M
		Provide Risk Assessment H&S brief bites	February 2026	Not started	H&S Team	M
		Provide H&S induction H&S brief bites	31 <sup>st</sup> August 2025	pending	H&S Team	M

06	<b><u>Asbestos Management Audit</u></b>  As outlined within the Corporate Asbestos Policy, the H&S to undertake an audit of the current asbestos management system.	Scope audit with service manager and asbestos manager	TBC	Not started	James Loring	H
		Undertake audit with agreed timeframes	TBC	Not started	James Loring	
		Produce audit report and provide SMART actions to management.	TBC	Not started	James Loring	
07	<b><u>Health and Safety Policy Reviews</u></b>  Review the following out of date corporate health and safety policies:  <ul style="list-style-type: none"> <li>• Fire Safety (2018)</li> <li>• First aid at work (2023)</li> <li>• Hand arm vibration (2018)</li> <li>• Noise at Work (2013)</li> <li>• Infectious Diseases (2013)</li> <li>• DSE policy (2022)</li> <li>• COSHH (2022)</li> </ul>	Review the Noise at work policy	31 <sup>st</sup> July	Pending	Antony Whittle	H
		Review the infectious Diseases policy	1 <sup>st</sup> June 2025	pending	James Loring	M
		Review the Corporate Fire Safety Policy	31 <sup>st</sup> July 2025	Not started	James Loring	H
		Review the Hand Arm Vibration Policy	31 <sup>st</sup> October 2025	Pending	Antony Whittle	H
		Review the Corporate DSE Policy	31 <sup>st</sup> March 2026	Not started	James Loring	M
		Review the Corporate COSHH Policy	31 <sup>st</sup> December 2025	Not started	Antony Whittle	M
		Review the Corporate First Aid at Work Policy	31 <sup>st</sup> March 2026	Not started	George Gale	M